

## RECORDS RETENTION AND DISPOSITION SCHEDULE

## Transportation, Indiana Department of. Multi-Modal Planning and Programs.

	3 5 1 1 3 5 1						
Agency: Multi-Modal Planning and Programs Division:							
1 1	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD				
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)					
1 8	83-1271	CLASS I, II, AND III RAILROAD COMPANY ANNUAL REPORTS	IMAGE any hard copies according to IARA				
		This record contains railroad characteristics including	imaging standards. After verification of				
		commodities moved and number of bridges. Disclosure of	electronic records for completeness and				
		these records may be affected by IC $5-14-3-4(a)(5)$ and	legibility, DESTROY hard copies and				
		(b)(10).	TRANSFER one copy of electronic records				
			along with an index to the INDIANA				
			ARCHIVES, in a format approved by Indiana				
			Archives staff, for EVALUATION, SAMPLING				
			and WEEDING pursuant to archival				
			principles. MAINTAIN agency copy of				
			electronic records permanently for agency				
			reference use.				
2 8	37-204	ACCIDENT REPORTS	IMAGE any hard copies according to IARA				
		Each railroad operating in Indiana is required by the FRA	imaging standards. After verification of				
		to submit this report monthly. Information from accident	electronic records for completeness and				
		reports is filed with the Office of Railroads by	legibility, DESTROY hard copies and				
		investigating agencies. Some of these reports are received	TRANSFER one copy of electronic records				
		in hard copy form, while others are received	along with an index to the INDIANA				
		electronically. Disclosure of these records may be affected	ARCHIVES, in a format approved by Indiana				
		by 49 CFR 225.15 and 17.	Archives staff, for EVALUATION, SAMPLING				
		-2	and WEEDING pursuant to archival				
			principles. MAINTAIN agency copy of				
			electronic records permanently for agency				
			reference use.				
3 2	2009-03	APPLICATION FOR CONSTRUCTION WITHIN A NOISE SENSITIVE AREA,	IMAGE any hard copies according to IARA				
		INDOT FORM 101	imaging standards. After verification of				
		Applications for a permit to construct within a noise	electronic records for completeness and				
		sensitive area as defined by IC 8-21-10. The permit is	legibility, DESTROY hard copies and				
		valid as long as the structure or airport exists.	TRANSFER one copy of electronic records				
		varia as long as the structure of arrest exists.	along with an index to the INDIANA				
			ARCHIVES, in a format approved by Indiana				
			Archives staff, for EVALUATION, SAMPLING				
			and WEEDING pursuant to archival				
			principles. MAINTAIN agency copy of				
			electronic records permanently for agency				
			reference use.				
1 0	83-1294	MASTER PLANS & AIRPORT LAYOUT PLANS (AIP)					
+	JJ-127 <b>4</b>	These are approved planning documents for the airports in	IMAGE according to IARA imaging standards.  After verification of electronic records				
		the State of Indiana. They are received in hard copy format	for completeness and legibility, TRANSFER				
		and kept in the large plan file drawer.	one copy of electronic records along with				
			an index to the INDIANA ARCHIVES, in a				
			format approved by Indiana Archives staff,				
			for EVALUATION, SAMPLING and WEEDING				
			pursuant to archival principles. MAINTAIN				
1 1			hard copy and agency copy of electronic				
			records permanently in agency for reference				
			use.				

5	83-1296	CLOSED AIRPORT GRANTS	IMAGE any hard copies according to IARA
J		Federal Aviation Administration (AIP) and State matching	imaging standards. After verification of
		Grants for Airports in the State of Indiana. Retention	electronic records for completeness and
		based on IC 34-13-1-1.	legibility, DESTROY hard copies and
			TRANSFER one copy of electronic records
			along with an index to the INDIANA
			ARCHIVES, in a format approved by Indiana
			Archives staff, for EVALUATION, SAMPLING
			and WEEDING pursuant to archival
			principles. MAINTAIN agency copy of
			electronic records permanently for agency
			reference use.
6	83-1304	PUBLIC USE AIRPORT FILES	IMAGE any hard copies according to IARA
		Information specific to establishment, abandonment, or	imaging standards. After verification of
		compliance for a public-use airport in the State of	electronic records for completeness and
		Indiana.	legibility, DESTROY hard copies and
			TRANSFER one copy of electronic records
			along with an index to the INDIANA
			ARCHIVES, in a format approved by Indiana
			Archives staff, for EVALUATION, SAMPLING
			and WEEDING pursuant to archival
			principles. MAINTAIN agency copy of
			electronic records permanently for agency
	02 1225		reference use.
./	83-1305	PRIVATE USE AIRPORT FILES	IMAGE any hard copies according to IARA
		Information specific to establishment, abandonment, or	imaging standards. After verification of
		compliance for a private-use airport in the State of	electronic records for completeness and
		Indiana.	legibility, DESTROY hard copies and
			TRANSFER one copy of electronic records
			along with an index to the INDIANA
			ARCHIVES, in a format approved by Indiana
			Archives staff, for EVALUATION, SAMPLING
			and WEEDING pursuant to archival
			principles. MAINTAIN agency copy of
			electronic records permanently for agency
			reference use.
8	83-1314	AS BUILT AIRPORT RECORDS AND DRAWINGS	IMAGE any hard copies according to IARA
		Permanent record of construction on an airport in the State	imaging standards. After verification of
	1	_	I maging beandards. Areer verification of
		lof Indiana Ingludog: Endoral Aid Airport Drogram	ologtropia regards for sempletopess and
		of Indiana. Includes: Federal Aid Airport Program,	electronic records for completeness and
		Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and
			legibility, DESTROY hard copies and TRANSFER one copy of electronic records
		Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA
		Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana
		Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING
		Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana
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		Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of
9	87-203	Development Aid Program, and Airport Improvement Program	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.
9	87-203	Development Aid Program, and Airport Improvement Program (AIP) Projects.  INSPECTION REPORTS AND INVENTORY FILE	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.
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9	87-203	Development Aid Program, and Airport Improvement Program (AIP) Projects.  INSPECTION REPORTS AND INVENTORY FILE This Office in the Multi-Modal Planning and Policy Division has employees performing all required inspections of	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. MAINTAIN electronic records permanently for
9	87-203	Development Aid Program, and Airport Improvement Program (AIP) Projects.  INSPECTION REPORTS AND INVENTORY FILE This Office in the Multi-Modal Planning and Policy Division has employees performing all required inspections of freight-only grade crossings in this state. This file also	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. MAINTAIN electronic records permanently for
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	87-203 87-206	Development Aid Program, and Airport Improvement Program (AIP) Projects.  INSPECTION REPORTS AND INVENTORY FILE This Office in the Multi-Modal Planning and Policy Division has employees performing all required inspections of freight-only grade crossings in this state. This file also includes crossing locations. The Federal Railroad Administration (FRA) mandates these inspections, and they are uploaded to the FRA database. This record is received	legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. MAINTAIN electronic records permanently for
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11	87-208	INDUSTRIAL RAIL SERVICE FUND LOANS	IMAGE aggording to TADA imaging standards
11	0/-208		IMAGE according to IARA imaging standards
		The goal of this program is to provide access to capital	and DESTROY hard copies after verification
		for qualified railroads and local port authorities that	of electronic records for completeness and
		operate as a railroad, pursuant to IC 8-10-5-8.1. Loans for	legibility. MAINTAIN electronic records
		the purchase or right-of-way or rehabilitation have been	permanently for agency reference use.
		authorized. For rehabilitation projects, eight year loan	
		terms have been authorized and twenty year loan terms for	
		purchase of existing right-of-way have been authorized. A	
		typical file may include project files and reports and	
		correspondence.	
12	87-210	PETITIONS FOR WAIVER	IMAGE any hard copies according to IARA
		A railroad must petition the Indiana Department of	imaging standards. After verification of
İ		Transportation, Office of Rails, for permission to waive	electronic records for completeness and
		statutory safety standards. The Indiana Department of	legibility, DESTROY hard copies and
		Transportation investigates and grants or denies	TRANSFER one copy of electronic records
		permission. Retention based on IC 34-11-2-6, (2004 Edition)	along with an index to the INDIANA
			ARCHIVES, in a format approved by Indiana
			Archives staff, for EVALUATION, SAMPLING
			and WEEDING pursuant to archival
			principles. MAINTAIN agency copy of
			electronic records permanently for agency
			reference use.
13	2018-06	GRADE CROSSING FUND GRANTS	IMAGE according to IARA imaging standards
		The goal of the program is to provide funding for safety	and DESTROY hard copies after verification
		improvement projects at railroad-highway crossings	of electronic records for completeness and
		throughout the state. Eligible applicants are local public	legibility. MAINTAIN electronic records
		agencies and Class II and Class III railroads. Retention	permanently for agency reference use.
		based on IC 34-13-1-1.	
14	2018-07	ANNUAL TRUCK SIZE AND WEIGHT ENFORCEMENT PLANS	MAINTAIN electronic records permanently for
		Documentation of the annual plan developed by INDOT and	agency reference use.
		Indiana State Police for enforcing federal and state truck	
		size and weight laws and regulations. This plan is required	
		annually by 23 CFR 657, and is submitted electronically to	
		the Federal Highway Administration (FHWA).	
15	2018-08	OVERSIZE/OVERWEIGHT TRUCK PERMITS - LETTERS FOR SPECIAL	MAINTAIN electronic records permanently for
		PERMIT APPROVALS	agency reference use.
		Electronic documentation of approval granted by INDOT for	
		variance from existing permitting rules and policies, in	
		conjunction with a specific Oversize/Overweight permit that	
		has been granted by the Department of Revenue - Motor	
		Carrier Services Division.	
1		1 201/1000 21/12101.	